

Amy E. Cerna Sanchez

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EDUCATION

University of Denver, Denver, CO

Expected Graduation: June 2026

Bachelor of Science Business Administration –Business Info & Analytics, Bachelor of Arts-Psychology, Minor-Leadership

- GPA: 3.62
- Daniels College of Business, College of Arts, Humanities & Social Sciences, Colorado Women's College

PROFESSIONAL EXPERIENCE

Microsoft Certification Program, Daniels College of Business

September 2023 – Present

Senior Teaching Assistant

- Enhance critical feedback skills by grading assignments, exams, and lab work, providing timely feedback and constructive comments to help students improve their skills.
- Act as a reliable resource for students seeking clarification on complex Microsoft Suite concepts, helping them build confidence in their skills and problem-solving abilities by teaching them complex labs.
- Demonstrate strong organizational skills in managing multiple tasks, from lab preparation to grading, ensuring that all responsibilities were carried out efficiently and on time.

IMA Insurance

June 2024 – September 2024

Communications & Community Relations Intern

- Wrote and distributed professional articles to nationwide IMA offices, ensuring consistent communication across the organization.
- Coordinated and executed high-profile IMA Foundation events, including Party on the Plaza and the Denver Grant Reception, enhancing community engagement.
- Led the execution of community events, such as a nationwide intern volunteer initiative and Bike to Workday, promoting corporate social responsibility.

Colorado Organization for Latina Opportunity and Reproductive Rights

August 2023 – May 2024

Communications Fellow

- Collaborated with cross-functional teams to develop and execute marketing campaigns, resulting in increased awareness the non-profit's mission.
- Designed engaging and visually compelling graphics for social media campaigns, effectively conveying key messages in an understandable manner.
- Prepared and delivered presentations on advocacy topics at Latina/o Advocacy Day and a conference in Massachusetts, effectively engaging diverse audiences.

LEADERSHIP EXPERIENCE

Founding Member, Vice President- PODER Latine (2024-Present)

Vice President- Association of Latino Professionals for America (2023-Present)

Social Media Director, Peer Mentor- Colorado Women's College (2022 – Present)

Youth Action Board- Children's Hospital Colorado (2019 – 2022)

SKILLS

Language: Fluent- English, Spanish

Computer: Microsoft Office Specialist: Excel Associate (Office 2019/365)-2023, PowerPoint Associate (Office 2019/365)- 2023, Word Associate (Office 2019/365)- 2023, Hootsuite